

New Advisor or New Chapter

Welcome to WI DECA!!

Whether you are a New Advisor to a Current Chapter or a New Advisor starting a New Chapter, the following "Steps to Success" should assist you in your new journey.

1. Contact the [State Office and National Office](#) and supply the following information:
 - Your Name
 - Your Email Address
 - School where you will be teaching
 - School Phone Number
 - School Fax Number
 - State if this is a New Chapter, Re-Activated Chapter, or Currently Affiliated Chapter
2. Try to attend the New Teacher Workshop. DECA information is one portion of the Workshop. See [Calendar of Events](#) for date, time, and location. Contact [Sara Baird](#) for more details. Another Professional Development option would be to attend one of the Chapter Advisor Summer Institutes that are sponsored by [DECA Inc.](#)
3. Recruit DECA Members for your Chapter.
 - Contact [Aaron Ecklund, WI DECA VP Chapter Development](#) - Excellent resource to speak with students.
 - DECA Week is October 11 - 16. Excellent time to promote DECA within your school using DECA Events hosted by your Marketing Students.
 - Ask advisors through the Marketing Education ListServ for more ideas. See [instructions](#) to register on the Marketing Education ListServ.
4. Register your chapter through online registration at DECA, Inc.
5. Rely on [Calendar of Events](#) to assist you through the DECA year. This has all of the events, dates, and registration deadlines listed chronologically for planning your year.
6. Contact WI DECA District Coordinator for your area. District Coordinators are listed in the WI DECA Guide. District Competitions are held in January.
7. Attend a WI DECA sponsored Fall Leadership Experience.

8. You should receive a "New Advisor" packet from National DECA. This will include a membership cd, a Calendar, a DECA Guide, and classroom accessories. Use these as resources throughout the year.
9. Register on the [Marketing Education ListServ](#). Excellent resource of our Marketing, Management, and Entrepreneurship Educators in the State of Wisconsin.
10. Start preparing students for District, State, and International Competitions. The following are excellent resources for competitive events:
 - The DECA Guide
 - [Chapter 6](#) of the DECA Handbook
 - National DECA Website [Competitive Events Overview](#). The summary contains samples of performance indicators, exams, and events.

Other Resources

- [Wisconsin DECA](#)
- [Wisconsin Marketing Education Association \(WMEA\)](#)
- [National DECA - New Chapters](#)
- [Wisconsin Marketing, Management, and Entrepreneurship Education Website](#)
- [National Student Scholarship Opportunities](#)—this is not available as of 8-26-10